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GENERAL SERVICES ADMINISTRATION



Public Buildings Service
Washington 25, D. C.

JAN 1 1967

Memorable Allen W. Dulles
Director
Central Intelligence Agency
Washington 25, D. C.

Dear Mr. Dulles:

Under a recent reorganization of the Public Buildings Service a Division of Agency Services was established in the Office of Planning. Through this Division the Public Buildings Service desires to make available to its customer agencies all possible guidance and assistance in the resolution of mutual problems which may arise in the various departments and agencies from time to time.

One of the primary functions of Agency Services is to work with principal administrative and real property officials of customer departments and agencies to prepare plans to overcome current problems of space suitability, and to collaborate in developing plans to meet future requirements. This includes systematic visitation of customer agencies to discuss and resolve problems relating to services furnished by Public Buildings Service, and coordinating Public Buildings Service efforts in solving such problems.

Mr. Henry E. Dement has been selected to serve your Agency in this capacity and will represent the Public Buildings Service accordingly. Mr. Dement will be available to discuss with designated members of your staff any problems relative to space assignment or management and in so doing he will be in a position to bring to the attention of appropriate Public Buildings Service operating officials the nature of any problem with appropriate suggestions for prompt and effective solution. Mr. Dement will call, at an early date, upon whomever you designate within your Agency.

Sincerely yours

(Signed) F. Moran McNamee

Commissioner of Public Buildings